

Town of Arlington
Office of the Town Clerk
730 Massachusetts Avenue
Arlington, MA 02476



Tel: 781-316-3070
Fax: 781-316-3079

Application for Business Certificate

- ☐ New Business ☐ Renew an existing certificate Fee: \$30
☐ Amend an existing certificate (Fee: \$15)

Section 1: Information included on the certificate:

Owner(s)' personal name _____

Owner(s)' personal address _____

Additional Owner's name _____

Additional Owner's address _____

Additional Owner's name _____

Additional Owner's address _____

Business name _____

Business address _____
must be a physical address (PO Box not allowed)

Type of business _____

Telephone number _____

Email _____

The fee for new/renew business is \$30 cash or check made payable to The Town of Arlington. The fee to issue an amended certificate is \$15 and expiration date remains the same.

When you have completed the application and have any additional documents that are required, please contact TownClerk@town.arlington.ma.us or call 781-316-3070 to schedule an appointment to sign the certificate. All owners must appear in person or make arrangements with the Town Clerk's Office to have certain documents notarized.

Section 2: Documentation required

A business certificate is not a license to operate and all licenses from state or local government should be issued prior to applying for a business certificate.

If you work with children, have customers visit your business location for either personal services or retail sales, handle dangerous materials, you must get the necessary permits and inspections.

Please answer the following questions and provide a copy of any document indicated.

1. Are you a corporation, affiliated with a corporation, or an LLC?

☐ Yes (Certificate of Good Standing attached)

☐ Yes (certificate pending)*

☐ No (choose one) ☐ Sole Proprietor ☐ Partnership

2. Is your business subject to regulations governed by the Board of Health?

☐ Yes (copy of Permit issued by Board of Health attached)

☐ Yes (permit pending)*

☐ No

3. Is your business in commercial space or do you see clients in your home?

☐ Yes (copy of Certificate of Occupancy attached)

☐ Yes (certificate pending)*

☐ No

*** We will issue a temporary business certificate until the documentation is provided**

4. Is your business in your residence? Please review Section 5.9.1 of the Zoning Bylaw.

☐ Clients in person

copy of Special Permit from Zoning Board of Appeals

☐ Family Day Care

Certificate of Occupancy

☐ No clients in person

☐ No

Signature

Date

Please contact the appropriate office

[Corporations Division](#) can provide Certificates of Good Standing online or by calling 617-727-8451. A Certificate of Good Standing should be less than 12 months old.

[Arlington Board of Health](#) website has forms and information or you can call them at 781-316-3170. Regulations have been established regarding food, body work, body art, marijuana, tobacco and more.

[Zoning Board of Appeals](#) website includes an application for a special permit or you can call 781-316-3390. For the Special Permit Application, refer to Zoning Bylaw Section 5.9.1 and the Table of Uses on page 5-23 regarding Home Occupation.

[Building Department](#) is located at 51 Grove St. Contact them for occupancy certificates. 781-316-3390.

7/25/23